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ABSTRACT

This document contains reports and recommendations from the twelve permanent committees of the Shared Governance System of the City College of San Francisco (CCSF) in California. The report is divided into three sections, reflecting the system's tripartite division into collegial, advisory, and budget/planning areas. In each of the document's three sections, a description of the purpose of the committee precedes a summary of the committees' actions during the 1996-97 academic year. The first section deals with the collegial governance system, and includes information on academic policies, curriculum committee actions, the staff development committee, and the student preparations/student success committee. The second section details the college advisory governance system, examining the college advisory committee, affirmative action committee, communication committee, computer policies committee, and the health and safety committee. The last section deals with the budget and planning governance system, which includes the budget and planning committee, facilities review committee, and master plan committee. The document contains diagrams of the CCSF Shared Governance System committee breakdown. (YKH)

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SHARED GOVERNANCE SYSTEM

REPORTS AND RECOMMENDATIONS
1996-1997

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CITY COLLEGE OF SAN FRANCISCO

Office of Shared Governance

50 Phelan Avenue, E-207
San Francisco, CA. 94112
Phone 415.239.3812 Fax 415.239.3010
Email: agabor@ccsf.cc.ca.us
http://www.ccsf.cc.ca.us/Services/Shared_Gov/sharegov

September, 1997

JC 980 149

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INTRODUCTION

This is the third year that we are collecting and reporting the activities of the twelve permanent committees of the Shared Governance System of City College of San Francisco. The report is divided into threes sections reflecting the tripartite division of governance into Collegial, Advisory and Budget/Planning Systems. In each of the three sections, a description of the purpose of the committee precedes a summary of the committees actions during the 1996/1997 academic year.

For further information about the Shared Governance System, contact:

Attila Gabor
City College of San Francisco
Conlan Hall, E-207
San Francisco, Ca 94112
415.239.3812
agabor@ccsf.cc.ca.us

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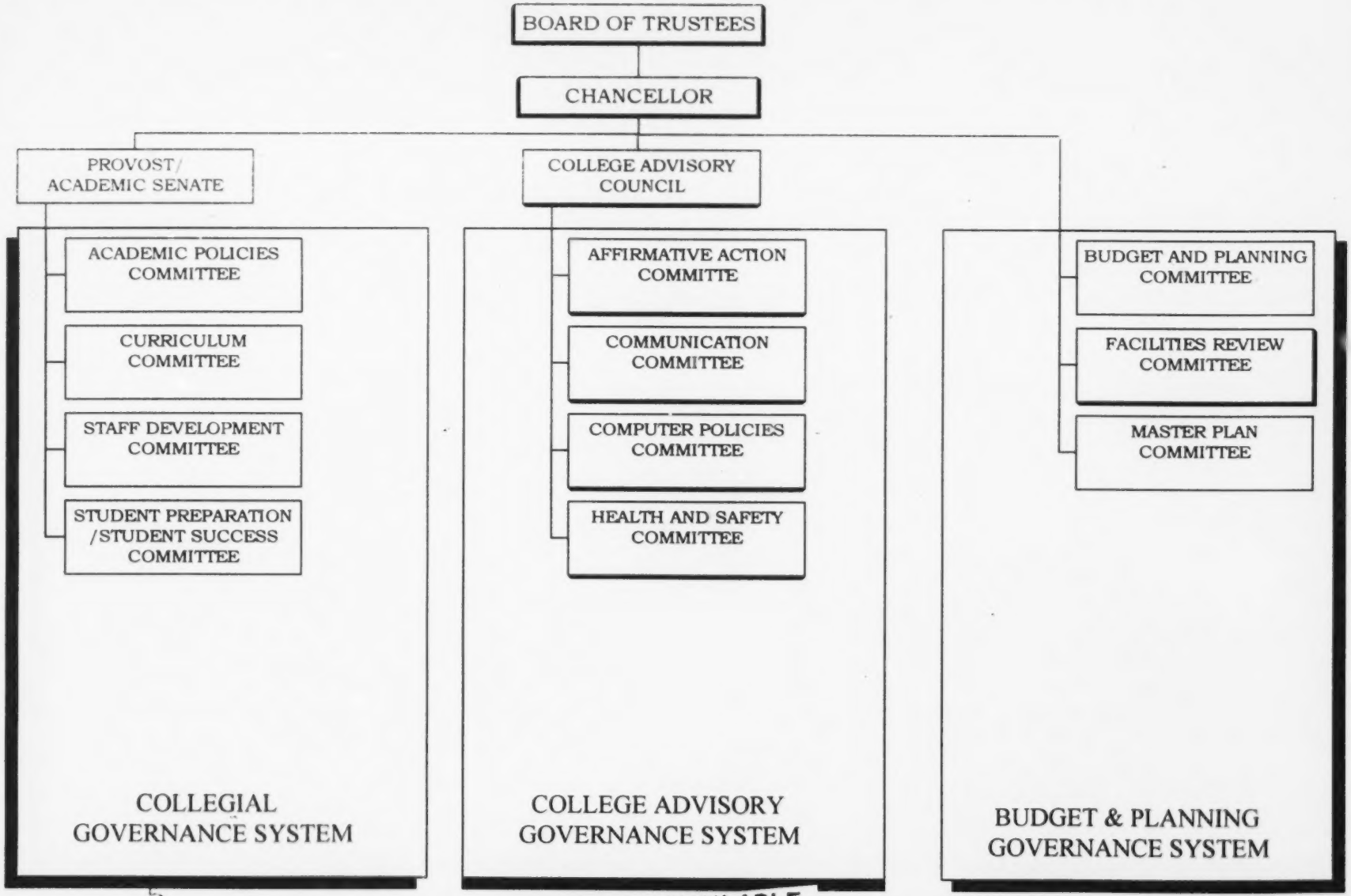
CCSF SHARED GOVERNANCE SYSTEM



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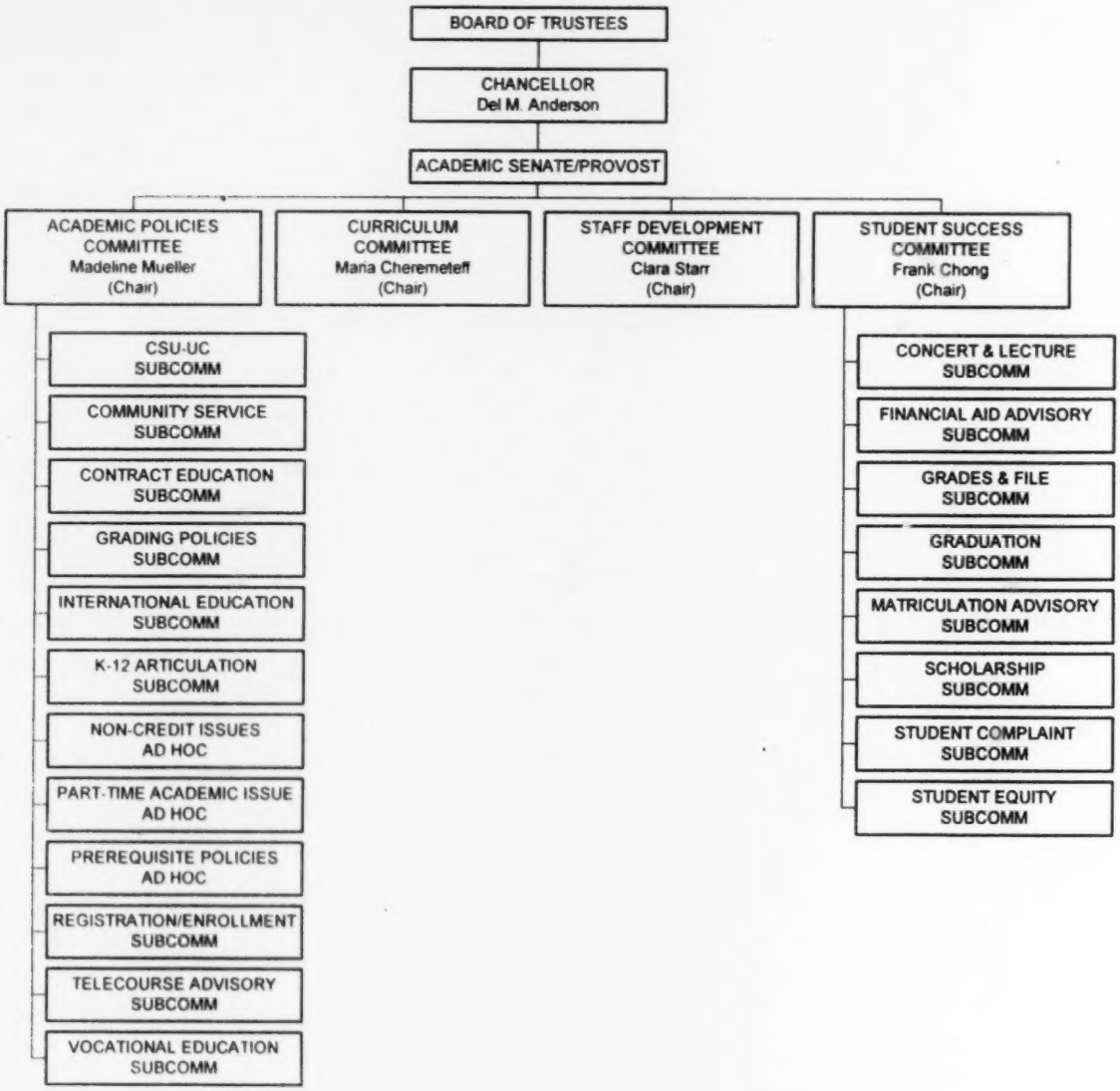
SECTION I.

COLLEGIAL GOVERNANCE SYSTEM

COLLEGIAL GOVERNANCE SYSTEM



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ACADEMIC POLICIES COMMITTEE

Purpose:

Recommends policies related to degree and certificate requirements: development of new instruction programs including vocational education, contract education, community services international education, grading articulation agreements between City College and other education institutions, CSU-UC breadth requirements, graduation requirements, telecourses and distance learning, and other academic and professional issues not directly within the purpose and function of the Curriculum Committee, Staff Development Committee or the Student Preparation/Student Success Committee[1].

- **Cooperative Education Plan**

  The Academic Policies Committee recommended for approval the District Plan for Cooperative Education.

- **Computer Literacy Graduation Requirement Update**

  The committee recommended the approval of the Computer Literacy Graduation Requirement update. The committee also recommended that the Computer Literacy Graduation Test Working Group would continue to work on further update(s).

- **Part-Time Academic Issues Subcommittee**

  The committee voted to create a Part-Time Academic Issues Subcommittee with an unlimited membership

- **Teaching and Learning Technology Roundtable**

  The Academic Policies Committee approved the formation of the Teaching and Learning Technology Roundtable.

- **Vocational Education Subcommittee**

  The committee reached consensus to make the Vocational Education Subcommittee membership unlimited.

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[1] ***New Board Policy on Shared Governance*** September 27, 1993, Appendix A pg. 2

CURRICULUM COMMITTEE

Purpose:

Recommends new course and program offerings and revisions in title, prerequisites, student units, descriptions of existing course[1].

- The Curriculum Committee approved:
  - 87 New Courses
  - 7 Topical Courses
  - 4 Distance Learning Courses
  - 8 Experimental Courses
  - 10 Community Service Courses (Third Time Course Offerings)
  - 11 New Community Service Courses
- The Curriculum Committee reclassified 1 course.
- The Curriculum Committee reactivated 1 course.
- The Curriculum Committee approved the Departmental Title Revision of Broadcast Communications (BCST) to Broadcast and Electronic Media (BEMA).
- The Curriculum Committee approved:
  - 58 course revisions
  - 7 new degree/certificate curriculum
  - 4 revision in degree/certificate curriculum
- The Curriculum Committee approved 5 course deletions.
- The Curriculum Committee approved 20 course deactivations.

[1] ***New Board Policy on Shared Governance,*** September 23, 1993. p. 5.

STAFF DEVELOPMENT COMMITTEE

Purpose:

Develops guidelines for the appropriate expenditure of monies allocated to the committee for the staff development needs of all segments of the college. Solicits input regarding content of flex day program, helps plan program, and recommends flex calendar policies. Develops and recommends collegewide staff development plan[1].

- Authorized funding to 350 faculty, staff and administrators for educational tuition, conference, travel and special projects as well as the budgets for professional development days, summer camp, new employee orientation, and other special training or educational events.

- Approved the following themes for Professional Days:
  - Showcase of School of Mathematics and Science – Fall 1996
  - Urban Issues Forum – Spring 1997
  - "You Asked For It…You Got It" – Fall 1997

- District will allocate 60% release time for a diversity coordinator to coordinate mandated diversity training.

- January 1998 flex days will be used for diversity training.

- A list of diversity workshops offered since 1994 was presented to the Board of Trustees.

- April 23, 1999 was allocated to be the flex day for the NC5 Computer Conference.

- The name "Summer Institute" was changed to "Summer Camp" and course offering were expended. Summer Camp dates were set for May 30 – June 13.

- Updated flex guidelines. Anything offered on campus, and sponsored or approved by the Staff Development Committee will receive regular flex credit. Any off campus workshops or conferences would be considered independent flex credit.

- New procedures and forms created for processing AB 1725 applications.

- Changed the name of the office from Staff Development to Professional Development.

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[1] ***New Board Policy on Shared Governance,*** September 23, 1993. p. 3.

STUDENT PREPARATION/STUDENT SUCCESS COMMITTEE

Purpose:

Recommend policies regarding college matriculation, counseling, and other student support services including Transfer Center; EOPS; and DSPS. Also receives regular reports from Student Grade and File Review on its activities (but not the content of its recommendations[1].

- **Change in dropping procedures**

  The committee recommended the removal of faculty signatures for drops during the registration period.

- **Extension of Library and Financial Aid Office Hours**

  The committee recommended that the Library consider extending its hours during the two weeks preceding finals. The Committee also recommended the establishment of evening hours for the Financial Aid Office.

- **Revision of the Mathematics Graduation Requirement**

  The recommended revisions of the committee were adopted and are now officially reflected in the 1997-1998 catalog.

- **Review of the Scholarship Subcommittee**

  The committee reviewed the operations of the Scholarship subcommittee and offered letters of support to improve scholarship services and information to students.

- **Review of the Transfer Enhancement Plan**

  The committee made specific recommendations to the Transfer Enhancement Plan.

- **Schedule of Classes**

  The committee worked in cooperation with the Communication Committee to improve the Schedule of Classes.

- **Update of the Student Equity Plan**

  The Committee recommended the update of the Student Equity Plan.

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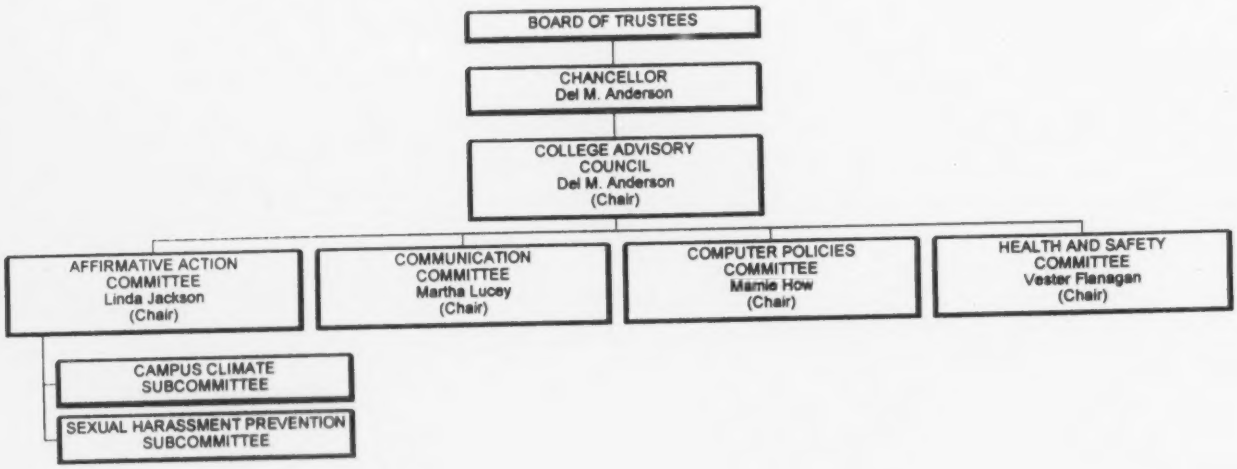
[1] *New Policy on Shared Governance*, September 23, 1993, Appendix A pg. 4

SECTION II.

COLLEGE ADVISORY GOVERNANCE SYSTEM

COLLEGE ADVISORY GOVERNANCE SYSTEM



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COLLEGE ADVISORY COUNCIL

Purpose:

The College Advisory Council will coordinate policy development and make recommendations in areas not under the leadership of the Academic Senate[1]. The College Advisory Council shall receive and review all recommendations from the college standing committees (of the College Advisory Governance System)[2]. The Council's recommendations shall be forwarded to the Chancellor who shall make final recommendations to the Board of Trustees[3].

- **Environmental Policy**

  The council recommended the adoption of the Environmental Policy to the Board of Trustees.

- **Naming Room in Honor of Russell Posner**

  The council recommended that the faculty reading room in the Rosenberg Library be named as the Russell M. Posner faculty reading room.

- **Sexual Harassment Survey**

  The council approved the implementation of the Student Sexual Harassment Survey.

- **Welfare Reform Task Force**

  The council created the Welfare Reform Task Force.

- **Women's Leadership Task Force**

  The council created the Women's Leadership Task Force.

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[1] ***Constitution of the Academic Senate City College of San Francisco,*** December 1, 1993. pg. 4.
[2] Text in parenthesis from ***Constitution of the Academic Senate City College of San Francisco,*** December 1, 1993. Appendix B pg. 5.
[3] ***Ibid.,*** . pg. 5.

AFFIRMATIVE ACTION COMMITTEE

Purpose:

Assist the college in developing and implementing the affirmative action plan required by Title V. Affirmative Action regulations. This advisory committee shall include members of all historically underrepresented groups whenever possible[1]

- **Northern California Achievement Award**

  The District received the Northern California Achievement Award for outstanding accomplishments in Faculty and Staff Diversity from the State Chancellor's Office.

- **Proposition 209**

  The Affirmative Action Committee addressed the issue of Proposition 209. The State Chancellor's Office has advised the District not to take any actions on Proposition 209. Because of Staff Availability data has not as yet been provided, the State Chancellor's Office has advised the District to extend the 1995-1996 goals and timetables.

- **Renaming the Committee**

  The Affirmative Action Committee initiated the process to change its name to Faculty and Staff Diversity Advisory Committee in accordance with California Code of Regulations, Title 5.

[1] ***New Board Policy on Shared Governance,*** September 23, 1993. pg. 5.

COMMUNICATION COMMITTEE

Purpose:
Recommends policies related to college communications; publications and other media including Channel 52[1].

- **"CCSF Website"**

  The Communication Committee agreed to safeguard "CCSF Internet Image" and pursue policy measures that might prevent website copyright violations.

- **City Currents**

  The Communication Committee now serves as the Advisory Committee to City Currents.

- **Promotional Videos for the College**

  The committee supported the need for technical assistance in producing promotional videos for the College.

- **Schedule of Classes**

  The Communication Committee supported the usage of advertisements in the Schedule of Classes as a means to offset costs for schedule.

[1] ***New Board Policy on Shared Governance,*** September 23, 1993. pg. 6.

COMPUTER POLICIES COMMITTEE

Purpose:

Develops and recommends policies for all computer-related areas in the institution and evaluates proposals related to computer use or computer services[1].

- **Revision of Computer Usage Policy**

  The Computer Policy Committee with the help of the Legal Counsel revised the Computer Usage Policy. The revised version is included in the 1997-1998 College Catalog.

[1] ***New Board Policy on Shared Governance,*** September 23, 1993. pg. 6.

HEALTH AND SAFETY COMMITTEE

Purpose:

Recommends policies pertaining to the safety of student and college employees. This committee is established through collective bargaining agreements with SEIU 790 and AFT 2121[1].

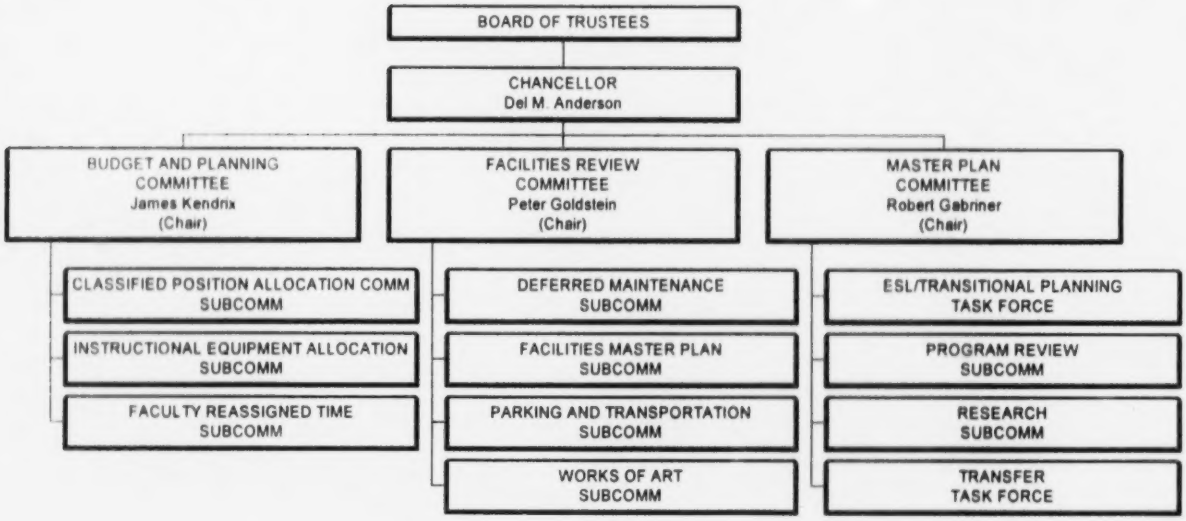
No report was received.

[1] ***New Board Policy on Shared Governance,*** September 23, 1993. pg. 7.

SECTION III.

BUDGET AND PLANNING GOVERNANCE SYSTEM

BUDGET AND PLANNING GOVERNANCE SYSTEM



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BUDGET AND PLANNING COMMITTEE

Purpose:

The committee shall review and monitor the performance of unit budgets on an as needed basis. The committee shall make recommendations to the Chancellor for the reallocation of resources within the fiscal year based upon education priorities as recommended by the Master Plan Committee and approved by the Chancellor. The committee may also recommend to the Chancellor changes in the procedure the college uses to assemble the budget for the next fiscal year. The committee may also recommend guiding principles for the development of the budget for the next fiscal year[1].

- **Block Grant Funds (1996-1997)**

  The Budget and Planning Committee approved the allocation plan for $$3,050,311 for one-time Block Grant funds.

- **Electronic Sign**

  The committee approved the proposal for an electronic sign on Smith Hall to be funded 50% each by Associate Students and the District.

- **Full-Time Faculty Hiring**

  The committee approved 31 faculty positions: 17 for 1996-1997 retirements and 13 for 1995-1996 vacancies.

- **Instructional Equipment Grant**

  The Budget and Planning Committee approved the allocation plan for $595,399 Instructional Equipment Grant.

- **Recommended Budget (1997-1998)**

  The Committee reviewed and approved the submission of the 1997-1998 Recommended Budget.

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[1] ***New Board Policy on Shared Governance,*** September 23, 1993 . pg. 5.

FACILITIES REVIEW COMMITTEE

Purpose:

The Facilities Committee makes recommendations on both long-range and short-range facilities plans for all college campuses based upon the college's priorities. The Chancellor shall reserve the right to act upon short-range facilities issues when exigent circumstances exist. The Chancellor shall also reserve the right to set deadlines for a committee advisory recommendation. The Committee shall report recommendations to the Chancellor: the Master Plan Committee: and the Budget and Planning Committee[1].

- **Capital Projects Funding**

  The Facilities Review Committee approved a prioritized list of projects for submission to State Chancellor's Office for capital projects funding.

- **Oversight of parking/traffic improvements for Balboa Reservoir.**

  The committee provided oversight of parking/traffic improvements for Balboa Reservoir.

- **Plan for Temporary Placement.**

  The committee proposed a plan for placement of temporary buildings for Phelan campus during the Cloud Hall remodel project.

[1] ***New Board Policy on Shared Governance,*** September 23, 1993. p. 6.

MASTER PLAN COMMITTEE

Purpose:

Develops and recommends priorities to the Budget and Planning Committee. Develops Master Plan for the college and maintains the responsibly to update the plan annually. The committee will receive recommendation on priorities from the appropriate departments, programs and college and/or school committees. final reports of the master plan shall be forwarded to the Chancellor, other senior administrative officers and the Academic Senate for final review[1].

- **Educational Technology Plan**

  The Master Planning Committee completed the college Education Technology Plan. Adopted by the Board of Trustees in March 1997.

- **Established the ESL/Transitional Studies Planning Task Force**

  The committee established the ESL/Transitional Studies Planning Task Force to prepare a plan that will address the establishment and strengthening of linkages between non-credit ESL and Transitional Studies programs with other CCSF programs as well as other institutions and organizations in the City and County of San Francisco. The final report from the planning task force is due on February 1, 1998.

- **Strategic Plan**

  Completed revisions of the college Strategic Plan and forwarded draft to the college organizations for final approval and adoption by the Board of Trustees.

- **Transfer Enhancement Plan**

  Completed review and approved the Transfer Enhancement Plan for review and final approval by the Academic Senate, Chancellor and Board of Trustees.

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[1] ***New Board Policy on Shared Governance,*** September 23, 1993. p. 6.

FINAL REPORT
Program Review Committee
1996/97

The City College program review system requires that all college units--instructional, student services and administration--participate in a periodic comprehensive self-examination of their mission and function within the college. Program review provides a framework for a college unit to examine both past and current practice, and to develop a multi-year plan for improvement.

Each program review report is read and evaluated by the appropriate senior administrator and the Program Review Committee, a shared governance committee comprised of four faculty, three administrators, one classified staff and one student (the PRC is actually a sub-committee of the Master Plan Committee).

Definitions of Recommendations

A college program, department or administrative unit may receive one of four status recommendations from the appropriate senior administrator and the Program Review Committee. They are:

CONTINUE The program should continue at least at the current level of funding and staffing.

EXPAND Demand for the program exceeds current staffing or resource allocations. We recommend expanding funding:

- For staff to increase sections or services offered.
- For staff to improve the part-time/full time ratio.
- For equipment/supplies.

CONTRACT Demand for this program has declined in one or more areas. We recommend consolidation of offerings or services to bring program within college guidelines and standards.

WATCH The program is facing unresolved problems impairing its capacity to fulfill its mission and function within the college. The Dean/Director and department chair will work with the program to establish a plan and/or to resolve the identified problems. Status reports will be sent to the Program Review Committee and the senior administrator every six months until the program is taken off WATCH status.

New Procedures: Watch Status

The Program Review Committee adopted new procedures related to units seeking to change their Watch status. The following procedures will now apply to all units on Watch status.

1. All WATCH units must submit six month progress reports to the Dean, Provost and Program Review Committee.
2. Deans will be responsible for oversight of the units and the implementation of three year plans.
3. The Program Review Committee must be kept informed about the progress of the unit toward getting off of WATCH status.
4. In most circumstances, the administrative dean will initiate a recommendation to the Provost and the Program Review Committee to remove a unit from WATCH. The Provost and the PRC will use the same decision-making process to respond to the recommendation as with regular program review processes.
5. Criteria for removal from WATCH shall be defined as demonstrated and substantial progress toward goals as stated in the unit's plan

New Program Review Cycle: Four Years

The Program Review Committee, in collaboration with the senior administrative staff, has agreed to change the program review cycle from three years to four years. This modification was made necessary by the large number of units that must go throught he program review process. The 1997/98 academic year is designated as the fourth year of the program review cycle (see the last page of this report for a list of college units undergoing program review this year). This modification will mean that college units will be scheduled for review on a four-year cycle rather than the previous three years.

Summary of Recommendations

Thirty-three college units were scheduled for program review in 1996/97:

UNIT	1996/97	1995/96	1994/95
Instruction	27	22	22
Campus	0	1	7
Student Service	2	5	2
Administration	3	7	16
Library	1		
TOTAL	33	35	47

The following table summarizes the decisions of the Program Review Committee and the senior administrators as of this date for units in 1996/97:

STATUS	INSTRUCTION	STUDENT SERVICE	ADMINISTRATION
Continue*	21	0	1
Watch	1	0	0
Expand		2	
Pending	5	1	2

*Certain units received a Continue status with a recommendation for expansion of a specific budget such as supplies, equipment or maintenance.

General Findings

Members of the Program Review Committee agree that the overwhelming majority of the reports reflect a strong positive direction. The PRC concluded that,

- Most units demonstrated their commitment to program review by mobilizing faculty and/or staff to participate in the self-studies.
- Most units report good to excellent morale among faculty and staff.
- Most units developed realistic and thoughtful three year plans, many with low or no budget augmentation proposals and some requiring modest budget augmentations,
- Half of the instructional units indicated needs for renovation of facilities and/or replacement of old and obsolete equipment.
- Most instructional units enjoy strong enrollments and are well organized to provide instructional services to students.
- Senior administrators are using program review reports as the basis for recommendations for budget augmentations.
- Program review provides an important mechanism for discovering problems within units and developing working agreements among departments and units, the senior administrative staff and the Program Review Committee to resolve identified problems.

Program Review
Status of Units
1996/97

The following table summarizes the recommendations of the Program Review Committee and the Provost and Chief Operating Officer.

Instructional Departments	Status	Comments
School of Math and Science		
Biological Sciences	Continue	Support for facility improvement
Earth Sciences	Continue	Support increase of supply budget
Astronomy	Continue	Support for additional equipment
School of Social/Behavioral Studies		
African-American Studies	Continue	
Asian American Studies	Continue	
Interdisciplinary Studies	Continue	Support for permanent office and equipment
Latin American Studies	Continue	
Phillipines Studies	Continue	
School of Health		
Physical Education	Continue	Support for facility improvements
Echocardiography/Cardiovascular Tech	Continue	Support for clerical staffing
EKG Technician	Continue	Support for clerical staffing
Radiology/Oncology	Continue	Support for additional instr. Equipment
Consumer Education	Continue	
Diagnostic Medical Imaging	Postponed to 1998/99	
School of Business		
Legal Assisting	Continue	
Real Estate	Continue	

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Small Business: Credit and Non-Credit	Continue	
Supervision and Management: Credit and Non-Credit	Continue	
International Business: Credit and Non-Credit	Not submitted	
School of ESL/International Education		
Study Abroad	Not submitted	
International Students	Not submitted	
School of Liberal Arts		
English	Continue	Support for facilities improvement
Foreign Languages	Continue	
Channel 52	Watch	
Project Puente	Continue	
Broadcast Communications	Continue	
Theater Arts	Continue	
School of Applied Science and Technology		
Public Safety/Fire Science	Continue	
Environmental Horticulture/Retail Floristry	Not submitted	
School of Applied Science and Technology		
Trade Skills	Rec'd Aug 97	
Watch Repair	Rec'd Aug 97	

EOPS	Rec'd July 97	
Learning Assistance	Expand	Support for expansion of staff
Student Activities	Expand	Support for gradual expansion of staffing including faculty on release.
Library		
Library Information Technology	Continue	
Library Services	Rec'd Aug 97	
Administrative Units		
Office of Facilities Planning	Additional information requested	
Office of Contract Education/Continuing Education	Additional information requested	
Legal Counsel	Not submitted	
X-L Program	Not submitted	

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Units on Watch Status

Eight units are on Watch status. Five departments or programs received a Watch status during the 1994/95 academic year and two received the status in 1995/96 and one in 1996/97. Three departments--Photography, Film and Journalism--were taken off the Watch list in 1996/97.

Units on Watch status are:

Department/Program	Year of Recommendation
Court Reporting	1994/95
Fashion Merchandising	1994/95
Marketing	1994/95
General Counseling	1994/95
Financial Aid	1994/95
Consumer Arts/Sciences	1995/96
Career Development/Placement Center	1995/96
Channel 52	1996/97

Program Review Committee Members

The Program Review Committee is comprised of four faculty appointed by the Academic Senate, three administrators designated by the Chancellor, one classified staff appointed by SEIU 790 and one student appointed by the Associated Students. They are:

Fabio Saniee (F) (Chair)
Lauri Fried-Lee (F)
Chris Shaeffer (F)
Steve Levinson (F)
Sandra Handler (A)
Robert Gabriner (A)
Clara Starr (A)
Teresa Joseph (C)
Manny DeGuia (S)

PROGRAM REVIEW
1997/98

The following table lists the instructional departments, student service units and administrative units scheduled for program review during the 1997/98 academic year.

INSTRUCTIONAL DEPARTMENTS

School of Applied Science & Technology
Apprenticeship Program
Automotive Technology
Labor Studies

School of Behavioral & Social Sciences
Social Sciences

School of Business
Accounting
Business Math and English
Travel and Tourism

School of Health & Physical Education
Dental Assisting
Dental Laboratory Technology
Diagnostic Medical Imaging

School of International Education & ESL
English As A Second Language (ESL)

School of Liberal Arts
Graphic Communications
Older Adults

Library and Learning Resources
Language Lab
Media Services
Audio Visual Program

School of Sciences & Mathematics
none

INSTRUCTIONAL DEPT. TOTAL: 16

PROVOST OFFICE SUPPORT UNITS
Instructional Support Services

STUDENT SERVICES
none

ADMINISTRATIVE UNITS
Buildings and Grounds
Business Services
Financial Aid
Human Resources
Public Safety

GRAND TOTAL FOURTH YEAR: **23**

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